

(Sample Cover Letter to an unknown person for an unknown job)

April 21, 20--

Human Resources Director
San Juan College
4601 College Boulevard
Farmington, NM 87402

Dear Hiring Manager:

I am currently in the process of relocating to Farmington and am writing this letter to inquire about the possibility of having my skills match up with job opportunities at San Juan College. I plan on being in your community on June 15 for a two week period to investigate housing and to set in motion some of the items necessary for this move. During this time I would like to visit with you for only one hour.

To give you an idea of my abilities I have enclosed my resume and a recommendation letter from a previous employer. I have an associate's degree in Business Administration and experience in office work. As you can see I have worked part-time since I was in high school and have held a variety of office positions. I am eagerly looking forward to beginning a full time career in an office setting. My degree is from Moraine Valley Community College in Illinois where I was also a student worker in the English department and the secretary of the Encore Club. I have always had great experiences with college educators and office staff. I like the atmosphere of warmth and service that I have always experienced from a Community College atmosphere and want to become a part of your team.

You may reach me by email at jonesna@hotmail.com or you may call me at 809-333-4444. If I am not at home, please leave me a message and I will return your call immediately. Thank you for your consideration and the time you have spent reviewing my resume.

Sincerely,

Nancy Jones
2209 Pleasant Drive
Oak Lawn, IL 60459
809-333-4444

Enclosures